

AUTHORIZED FEDERAL SUPPLY SERVICE
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Automated News Services, Data Services, or Other Information Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

- Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
- Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.
- Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

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Columbia, MD 21044
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<http://www.jaypar.com>

Contract Number: **GS-35F-0428W**

Period Covered by Contract: **5/6/10 to 5/5/15**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification # _____, dated 5/6/10.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

- (a) For computer-to-computer EDI orders, orders by facsimile transmission, and mailed orders, please contact the office below.

Jaypar, Inc.
Attn: GSA Sales
10500 Little Patuxent Parkway, Suite #760.
Columbia, MD 21044

Phone: 410.997.9080
Fax: 410.997.9085

- (b) for payments, please forward them to the following address

Jaypar, Inc.
Attn: Accounting
10500 Little Patuxent Parkway, Suite #760.
Columbia, MD 21044

Phone: 410.997.9080
Fax: 410.997.9085

- (c) Jaypar is required to accept Government Purchase cards / credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards / Credit cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

- (d) To obtain technical and ordering assistance, Please contact the Phone numbers below

Telephone: (410) 997-9080

Facsimile: (410) 997-9085

3. **LIABILITY FOR INJURY OR DAMAGE**

Jaypar shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Jaypar, unless such injury or damage is due to the fault or negligence of Jaypar..

4. **STATIC DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: **G.** Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 087035676

Block 30: Type of Contractor - **A. Small Disadvantaged Business**

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2331016

4a. CAGE Code: IXDCO

4b. Contractor **has** registered with the Central Contractor Registration Database.

5. **FOB DESTINATION**

Destination

6. **DELIVERY SCHEDULE**

a. **TIME OF DELIVERY:**

Jaypar shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As Negotated between Jaypar and Ordering Agency

b. **URGENT REQUIREMENTS:**

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact Jaypar for the purpose of obtaining accelerated delivery. Jaypar shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Jaypar in writing.) If the Jaypar offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

a. Prompt Payment: None Net 30 days from receipt of invoice or date of acceptance, whichever is later.

b. Quantity: None

c. Dollar Volume: None

d. Government Educational Institutions: Government Educational Institutions are offered the same discount as all other Government customers.

e. Other : None

8. **TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

Not Applicable

10. **Small Requirements:**

The minimum dollar value of orders to be issued is \$ 100.00

11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by Jaypar.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) **Security Clearances:** Jaypar may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** Jaypar may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, Jaypar may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- (d) **Insurance:** As a commercial practice, Jaypar may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** Jaypar may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, Jaypar's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** Jaypar may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of Jaypar having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6),

acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by Jaypar.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below: **Not Applicable**

Upon request of Jaypar, the ordering activity may provide Jaypar with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to Jaypar's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors (Jaypar team members) participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each Jaypar (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

Jaypar, Inc is committed to assisting clients in implementing the requirements of Section 508 of the Rehabilitation Act of 1973. Their employees offer a complete understanding of Section 508 Standards as set forth at <http://www.section508.gov> and possess the technical expertise to analyze and implement compliant goods and services to our federal clients. Full details of compliance may be found in the Jaypar Software development Framework, a proprietary methodology and approach to systems design and implementation..

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order

(a) A copy of the authorization from the ordering activity with whom Jaypar has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) Jaypar shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, Jaypar shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or Jaypar gives written notice to the Contracting Officer, whichever period is longer.

(c) Jaypar shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. Jaypar shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND
ELECTRONIC COMMERCE (EC) SERVICES (SPECIAL ITEM NUMBER 132-52)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. Jaypar shall provide services at the Jaypar's facility and/or at the Government location, as agreed to by the Jaypar and the Government.

2. PERFORMANCE INCENTIVES

- a. Performance incentives may be agreed upon between Jaypar and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by Jaypar to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor (Jaypar). Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. Jaypar shall commence performance of services on the date agreed to by Jaypar and the ordering activity.
- b. Jaypar agrees to render services only during normal working hours, unless otherwise agreed to by Jaypar and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Jaypar's travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Jaypar travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to Jaypar, require Jaypar to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to Jaypar, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, Jaypar shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to Jaypar, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, Jaypar shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in Jaypar's cost properly allocable to, the performance of any part of this contract; and

(2) Jaypar asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

Jaypar shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

9. INDEPENDENT CONTRACTOR

All IT/EC Services performed by Jaypar under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to Jaypar, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving Jaypar, any entity into or with which Jaypar subsequently merges or affiliates, or any other successor or assignee of Jaypar.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by Jaypar and its affiliates, may either (i) result in an unfair competitive advantage to Jaypar or its affiliates or (ii) impair Jaypar’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on Jaypars, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

Jaypar, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay Jaypar, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that Jaypar receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT/EC SERVICES AND PRICING

a. Jaypar shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 and 132-52. IT/EC Services should be presented in the same manner as Jaypar sells to its commercial and other ordering activity customers. If Jaypar is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/EC Services shall be in accordance with Jaypar's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

ADP SERVICES CATEGORY DESCRIPTIONS AND QUALIFICATIONS

APPLICATION DEVELOPER - LEVEL 1

JP-AD-01

SUMMARY:

Under direct supervision, assists in the routine design, coding, and documentation of application programs for software application used for scientific or commercial projects. Occasionally exercises independent judgment and initiative in performing assigned tasks. Keeps supervisor advised of progress on assignments. Also maintains continual contact with other operating areas concerned with an assignment, as required.

DUTIES AND RESPONSIBILITIES

PRIMARY:

- Performs routine technical tasks using standard application development methods and techniques.
- Develops simple, coding, flow charts and associated prose from general program statements, and code assigned segments of a program using machine and/or other programming languages.
- Assists in developing test routines and data.
- Tests all codes personally produced, and assists in the testing of the total program, documenting all procedures used in standardized terminology.
- Provides theoretical analysis where required in order to assist in solving problems efficiently.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors' Degree in an associated discipline and a minimum of 1 years of related experience and 5 years specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

APPLICATION DEVELOPER - LEVEL 2

JP-AD-02

SUMMARY:

Under general supervision, designs, codes and documents application programs for software application used for scientific or commercial projects. Contributes to non-routine problem solving, and exercises independence and initiative in performing non-routine duties and related problem solving.

DUTIES AND RESPONSIBILITIES

PRIMARY:

- Performs all functions of digital computer programming, using standard design and application development techniques.
- Analyzes and study system requirements and develops methods for problem solving by producing complex flow charts/data flow diagrams and/or associated documents. Advises on computer requirements and limitations to help define automation needs.
- Develops detailed, coding-level flow charts/action diagrams/pseudo codes and associated documents from high-level flow charts, and code assigned program segments using machine and/or compiler programming languages.
- Provides technical consultation in solving problems of design and reliability, or in maintaining the ability of the system.

- Writes procedural guidance to be followed by users. Maintains files, records, and operational data and prepares periodic and/or special reports and various other documents pertaining to assignments.

SECONDARY:

- Participates in the testing of computer programs, revising and refining all necessary documentation as testing is completed. Monitors operations and diagnoses and correct errors.
- Participates in the review of existing programs in order to make refinements that increase their efficiency,.
- Performs data modeling and establishes databases. Develops pseudo codes, tables and narrative descriptions to implement changes. Modifies internal program structure of files and
- Records and determines sequence of actions. Decodes, tests and documents programs.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors' Degree in an associated discipline and a minimum of 3 years of related experience and 1 years, specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

APPLICATION DEVELOPER - LEVEL 3**JP-AD-03****SUMMARY:**

Under minimum supervision, analyzes, designs, codes and documents complex applications for large-scale software application to scientific and commercial projects. Exercises independent judgment and creativity in solving highly complex major technical problems and in providing proper advice and recommendations. May provide supervision for one or more professional technical persons on an assigned project, and will participate at all levels in systems analysis and design definition. Will engage in frequent contact with customers, and will work with non-technical sources as necessary.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Performs technical work using both standard and non-standard analysis, design, and application development techniques.
- Determines customer requirements for the final program or system.
- Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turn-around time requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition and maintenance.
- Develops and writes machine or other suitable source language instructions required for computer processing.
- Produces comprehensive prose and flow chart descriptions of proposed solutions to problems, based on systems analyses. Carries a project through the design, coding, and checkout phases, as required.
- Appraises techniques in which qualified, and indicates the manner in which solutions can be developed.
- Analyzes and recommends methods of improving the efficiency of existing programs. Determines system requirements. Performs data modeling and establishes databases. Develops pseudo codes, tables and narrative descriptions to implement changes. Modifies internal program structure of files and records and determines sequence of actions. Decodes, tests and documents programs.

SECONDARY:

- Writes procedural guidance to be followed by users. Maintains files, records, and operational data and prepares periodic and/or special reports and various other documents pertaining to assignments.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 5 years of related experience and 3 years, specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

PROGRAMMER – Level 1**JP-PRG-01****SUMMARY:**

Under direct supervision, assists in the routine design, coding, and documentation of application programs for computers and related equipment used for scientific or commercial projects. Occasionally exercises independent judgment and initiative in performing assigned tasks. Keeps supervisor advised of progress on assignments. Also maintains continual contact with other operating areas concerned with an assignment, as required.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Performs routine technical tasks using standard programming methods and techniques.
- Develops simple, coding, flow charts and associated prose from general program statements, and code assigned segments of a program using machine and/or other programming languages.
- Assists in developing test routines and data.
- Tests all codes personally produced, and assists in the testing of the total program, documenting all procedures used in standardized terminology.
- Provides theoretical analysis where required in order to assist in solving problems efficiently.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors' Degree in an associated discipline and a minimum of 1 years of related experience and 5 years specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

PROGRAMMER – Level 2**JP-PRG-02****SUMMARY:**

Under general supervision, designs, codes and documents application programs for computers and related equipment used for scientific or commercial projects. Contributes to non-routine problem solving, and exercises independence and initiative in performing non-routine duties and related problem solving.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Performs all functions of digital computer programming, using standard design and programming techniques.
- Analyzes and study system requirements and develops methods for problem solving by producing complex flow charts/data flow diagrams and/or associated documents. Advises on computer requirements and limitations to help define automation needs.

- Develops detailed, coding-level flow charts/action diagrams/pseudo codes and associated documents from high-level flow charts, and code assigned program segments using machine and/or compiler programming languages.
- Provides technical consultation in solving problems of design and reliability, or in maintaining the ability of the system.
- Writes procedural guidance to be followed by users. Maintains files, records, and operational data and prepares periodic and/or special reports and various other documents pertaining to assignments.

SECONDARY:

- Participates in the testing of computer programs, revising and refining all necessary documentation as testing is completed. Monitors operations and diagnoses and correct errors.
- Participates in the review of existing programs in order to make refinements that increase their efficiency,.
- Performs data modeling and establishes databases. Develops pseudo codes, tables and narrative descriptions to implement changes. Modifies internal program structure of files and
- Records and determines sequence of actions. Decodes, tests and documents programs.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors' Degree in an associated discipline and a minimum of 3 years of related experience and 1 years, specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

PROGRAMMER – Level 3	JP-PRG-03
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SUMMARY:

Under minimum supervision, analyzes, designs, codes and documents complex applications for large-scale computers and related equipment appropriate to scientific and commercial projects. Exercises independent judgment and creativity in solving highly complex major technical problems and in providing proper advice and recommendations. May provide supervision for one or more professional technical persons on an assigned project, and will participate at all levels in systems analysis and design definition. Will engage in frequent contact with customers, and will work with non-technical sources as necessary.

DUTIES AND RESPONSIBILITIES

PRIMARY:

- Performs technical work using both standard and non-standard analysis, design, and programming techniques.
- Determines customer requirements for the final program or system.
- Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turn-around time requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition and maintenance.
- Develops and writes machine or other suitable source language instructions required for computer processing.
- Produces comprehensive prose and flow chart descriptions of proposed solutions to problems, based on systems analyses. Carries a project through the design, coding, and checkout phases, as required.
- Appraises techniques in which qualified, and indicates the manner in which solutions can be developed.
- Analyzes and recommends methods of improving the efficiency of existing programs. Determines system requirements. Performs data modeling and establishes databases. Develops pseudo codes, tables and narrative descriptions to

implement changes. Modifies internal program structure of files and records and determines sequence of actions. Decodes, tests and documents programs.

SECONDARY:

- Writes procedural guidance to be followed by users. Maintains files, records, and operational data and prepares periodic and/or special reports and various other documents pertaining to assignments.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 5 years of related experience and 3 years, specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

PROGRAMMER – Level 4**JP-PRG-04****SUMMARY:**

Under minimum supervision, analyzes, designs, codes and documents complex applications for large-scale computers and related equipment appropriate to scientific and commercial projects. Exercises independent judgment and creativity in solving highly complex major technical problems and in providing proper advice and recommendations. May provide supervision for one or more professional technical persons on an assigned project, and will participate at all levels in systems analysis and design definition. Will engage in frequent contact with customers, and will work with non-technical sources as necessary.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Performs technical work using both standard and non-standard analysis, design, and programming techniques.
- Determines customer requirements for the final program or system.
- Analyzes problems in terms of such factors as user requirements, input data and form, output data and form, available computer configuration, processing turn-around time requirements, input and output checking, and overall problem-schedule requirements. Advises on computer requirements and limitations to help define automation needs. May provide advice on system design configurations, procedural and technical aspects of automated records, hardware acquisition and maintenance.
- Develops and writes machine or other suitable source language instructions required for computer processing.
- Produces comprehensive prose and flow chart descriptions of proposed solutions to problems, based on systems analyses. Carries a project through the design, coding, and checkout phases, as required.
- Appraises techniques in which qualified, and indicates the manner in which solutions can be developed.
- Analyzes and recommends methods of improving the efficiency of existing programs. Determines system requirements. Performs data modeling and establishes databases. Develops pseudo codes, tables and narrative descriptions to implement changes. Modifies internal program structure of files and records and determines sequence of actions. Decodes, tests and documents programs.

SECONDARY:

- Writes procedural guidance to be followed by users. Maintains files, records, and operational data and prepares periodic and/or special reports and various other documents pertaining to assignments.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 7 years of related experience and 4 years, specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

PROGRAMMER MANAGER – Level 1**JP-PGM-01****SUMMARY:**

Under direct supervision, provides management and technical direction to multiple projects. Regularly exercises independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

Responsible for all aspects of performance e.g. technical, contractual, administrative and financial.

- Consults with the customer to ensure conformity to contractual obligations.
- Establishes and maintains technical and financial reports in order to show progress of projects to management and customers.
- Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks.
- Assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business.
- Ensures the development, maintenance, and implementation of a Program Management Plan; a document which guides the performance of all functional activities performed.
- Ensures that maximum service is obtained from all operations through efficient use of personnel and equipment.
- Works with managers to develop operational plans.
- Responsible for the leadership/training of line personnel.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 4 years of related experience and 2 years of specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

PROGRAMMER MANAGER – Level 2**JP-PGM-02****SUMMARY:**

Under limited supervision, provides management and technical direction to multiple project personnel. Regularly exercises independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems. Provides overall direction of program activities.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

Responsible for all aspects of performance e.g. technical, contractual, administrative, financial.

- Consults with the customer to ensure conformity to contractual obligations
- Establishes and maintains technical and financial reports in order to show progress of projects to management and customers.
- Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks.
- Assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business.
- Ensures the development, maintenance, and implementation of a Program Management Plan: a document which guides the performance of all functional activities performed.
- Ensures that maximum service is obtained from all operations through efficient use of personnel and equipment. Works with managers to develop operational plans.
- Responsible for the leadership/training of personnel.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 5 years of related experience and 3 years of specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

PROGRAMMER MANAGER – Level 3	JP-PGM-03
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SUMMARY:

Under broad supervision, provides management and technical direction to multiple highly complex projects. Regularly exercises independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems. Provides overall direction of program activities.

DUTIES AND RESPONSIBILITIES

PRIMARY:

Responsible for all aspects of performance (i.e., technical, contractual, administrative, financial).

- Responsible for preparation of annual operating budget input for performance, support and service operations
- Responsible for the analysis, design and development of the assigned projects.
- Consults with the customer to ensure conformity to contractual obligations and requirements.
- Establishes and maintains technical and financial reports in order to show progress to management and customers.
- Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks.
- Assumes the initiative to provide support to Marketing personnel in identifying and acquiring potential business.
- Ensures the development, maintenance, and implementation of a Program Management Plan; a document which guides the performance of all functional activities performed.
- Ensures that maximum service is obtained from all operations through efficient use of personnel and equipment. Works with managers to develop operational plans.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 5 years of related experience with 5 years specialized experience or any equivalent combination of education and training that provides the required knowledge, skills, and abilities.

PROJECT MANAGER – Level 1**JP-PJM-01****SUMMARY**

Under general supervision, performs non-routine project functional activities by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill in solving non-routine technical, administrative and managerial problems. Is responsible for all aspects of project performance and assists in the overall direction to all project-level activities and personnel.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

Responsible for assisting in all aspects of project performance (i.e., technical, contractual, administrative, financial).

- Supervises personnel involved in all aspects of project activity.
- Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned Tasks.
- Establishes and maintains technical and financial reports in order to show progress to Division management and customers.
- Maintains customer contacts to ensure conformity to all contractual obligations.
- Assumes the initiative and provides support to marketing personnel in identifying future requirements.
- Ensures the development, maintenance, and implementation of a Project Management Plan: a document, which guides the performance of all functional activities, performed on the Project.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors' Degree in an associated discipline and a minimum of 3 years of related managerial experience or an equivalent combination of education and training that provides the required knowledge, skills and abilities.

PROJECT MANAGER – Level 2**JP-PJM-02****SUMMARY**

Under limited supervision, performs complex project functional activities by providing management and technical direction to project personnel. Regularly exercises independent judgment, as well as demonstrating high level of analytic skill, in solving complex technical, administrative, and managerial problems. Provides overall direction for all project-level activities.

DUTIES AND RESPONSIBILITIES

PRIMARY:

- Responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial).
- Manages and supervises personnel involved in all aspects of project activity.
- Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks.
- Establishes and maintains technical and financial reports in order to show progress to Division management and customers.
- Maintains customer contacts to ensure conformity to all contractual obligations.
- Assumes the initiative and provides support to marketing personnel in identifying new business requirements.
- Ensures the development, maintenance, and implementation of a Program Management Plan; a document which guides the performance of all functional activities performed on the Project.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 4 years of related managerial experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

PROJECT MANAGER – Level 3**JP-PJM-03****SUMMARY**

Under broad supervision, performs moderately complex to complex project functional activities by providing management and technical direction to project personnel. Regularly exercises independent judgment, as well as demonstrating a high level of analytical skill, in solving complex and unusual technical, administrative, and managerial problems. Provides overall direction for all project-level activities.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial).
- Consults with the customer in ensuring conformity to all contractual obligations.
- Establishes and maintains technical and financial status reports to show progress to Division management.
- Organizes and assigns responsibilities to subordinates and oversees the successful completion of all assigned tasks.
- Assumes the initiative and provides support to marketing personnel in identifying new business requirements.
- Ensures the development, maintenance, and implementation of a Program Management Plan; a document which guides the performance of all functional activities performed on the Project.
- Manages and supervises personnel involved in all aspects of project activity.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 7 years of related managerial experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

DATABASE ADMINISTRATOR – Level 1**JP-DBA-01****SUMMARY**

Under general supervision, responsible for all activities related to the administration, planning, and development of computerized databases. Additionally responsible for the formulation and/or implementation of policies and procedures pertaining to data base management, security maintenance, and utilization. Consults with and advises data base users relative to procedures, technical problems, priorities, and methodologies.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Establishes procedures for operations of the database and data base management system and ensures compliance.
- Collects data elements and prepares data base specifications.
- Develops, maintains, and controls the data dictionary.
- Consults with programmers and users to develop test data to exercise the data base and user-applications software.
- Participates in logical and physical data base designs. Maintains control programs required for accessing data.
- Maintains, refines enhances the database and modifies bases, logical relationships, as necessary.
- Implements procedures for testing the back-up and recovery procedures of automated systems and security and privacy of automated systems.
- Monitors performance statistics.
- Performs performance tuning.
- Prepares reports as required.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 1 year of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

DATABASE ADMINISTRATOR – Level 2**JP-DBA-02****SUMMARY**

Under general supervision, responsible for all activities related to administration, planning and development of computerized databases. Additionally, responsible for the formulation and/or implementation of policies and procedures pertaining to data base management, security maintenance, and utilization. Consults with and advises database users relative to procedures, technical problems, priorities, and methodologies.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Establishes procedures for operations of the data base and data base management system and ensures compliance.
- Collects data elements and prepares data base specifications.
- Develops, maintains, and controls the data dictionary.
- Consults with programmers and users to develop test data to exercise the data base and user-applications software.
- Participates in logical and physical data base designs.
- Maintains control programs required for accessing data.
- Maintains, refines, enhances the database and modifies bases, logical relationships, as necessary.

- Implements procedures for testing the back-up and recovery procedures of automated systems and security and privacy of automated systems.
- Monitors performance statistics.
- Performs performance tuning.
- Prepares reports as required.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 2 year of related experience and 1 years of specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

DATABASE ADMINISTRATOR – Level 3**JP-DBA-03****SUMMARY**

Under general supervision, responsible for all activities related to administration, planning and development of computerized databases. Additionally, responsible for the formulation and/or implementation of policies and procedures pertaining to database management, security maintenance, and utilization. Consults with and advises data base users relative to procedures, technical problems, priorities, and methodologies.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Establishes procedures for operations of the database and data base management system and ensures compliance.
- Collects data elements and prepares data base specifications.
- Develops, maintains, and controls the data dictionary.
- Consults with programmers and users to develop test data to exercise the data base and user-applications software.
- Participates in logical and physical data base designs.
- Maintains control programs required for accessing data.
- Maintains, refines, enhances the database and modifies bases, logical relationships, as necessary.
- Implements procedures for testing the back-up and recovery procedures of automated systems and security and privacy of automated systems.
- Monitors performance statistics.
- Performs performance tuning.
- Prepares reports as required.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree in an associated discipline and a minimum of 3 year of related experience and a minimum of 1 years specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

SYSTEMS ADMINISTRATOR – Level 1**JP-SA-01****SUMMARY:**

Under direct supervision, maintains and/or modifies routine facility hardware and/or software as required to ensure system availability and functionality. Ensures systems backup is scheduled and accomplished for major systems in accordance with that schedule.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Assists in the daily operational availability of the hardware and software systems required to support facility operations.
- Assists in overseeing scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible.
- Aids in adjustments and/or repairs of hardware problems.
- Ensures programming adjustments are implemented as the need is detected.
- Recommends appropriate corrective action for routine problems.
- Ensures documentation is prepared for all hardware and/or software adjustments and/or modifications.
- Assists in the preparation of reports and analysis of operations as required.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors' Degree in an associated discipline and minimum of 1 years of related experience and 5 years specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

QUALITY ASSURANCE ANALYST – Level 1**JP-QAA-01****SUMMARY**

Under supervision of team leader or manager, conducts quality reviews at individual levels to measure performance against contract requirements, program policy and procedures.

DUTIES AND RESPONSIBILITIES**PRIMARY:**

- Reviews group and individual outputs on a scheduled and random basis to ensure proper procedures are followed.
- Identifies and researches inefficiencies or inaccuracies in project as well as methods and procedures.
- Proposes procedural/systems solutions to meet needs and requirements and improve overall performance and imaging quality.
- Ensures work steps are accomplished in accordance with procedures. Provides training/assistance to internal staff.

- Gathers and reports statistics to determine trends and quality issues.

SECONDARY:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent with a minimum of 2 years related experience and a minimum of 1 years specialized experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

GSA PRICE LIST

Part #	Labor Category	List Price	GSA Price with IFF Fee
JP-AD-01	Application Developer 1	\$ 90.00	\$ 79.79
JP-AD-02	Application Developer 2	\$ 107.00	\$ 94.87
JP-AD-03	Application Developer 3	\$ 125.00	\$ 110.83
JP-BA-01	Business Analyst Level 1	\$ 110.00	\$ 94.20
JP-BA-02	Business Analyst Level 2	\$ 125.00	\$ 110.83
JP-BA-03	Business Analyst Level 3	\$ 150.00	\$ 132.99
JP-DBA-01	Database Developer/admin – Level 1	\$ 85.00	\$ 75.36
JP-DBA-02	Database Developer/admin – Level 2	\$ 99.00	\$ 85.78
JP-DBA-03	Database Developer/admin - Level 3	\$ 140.00	\$ 124.12
JP-PRG-01	Programmer – Level 1	\$ 85.00	\$ 72.79
JP-PRG-02	Programmer – Level 2	\$ 99.00	\$ 84.78
JP-PRG-03	Programmer – Level 3	\$ 120.00	\$ 106.39
JP-PRG-04	Programmer – Level 4	\$ 140.00	\$ 124.12
JP-PGM-01	Program Manager – Level 1	\$ 110.00	\$ 97.53
JP-PGM-02	Program Manager – Level 2	\$ 140.00	\$ 122.71
JP-PGM-03	Program Manager – Level 3	\$ 155.00	\$ 134.30
JP-PJM-01	Project Manager – Level 1	\$ 115.00	\$ 99.64
JP-PJM-02	Project Manager – Level 2	\$ 125.00	\$ 109.57
JP-PJM-03	Project Manager – Level 3	\$ 136.00	\$ 120.58
JP-QAA-01	Quality Assurance Analyst – Level 1	\$ 85.00	\$ 73.65
JP-SA-01	Systems Administrator – Level 1	\$ 90.00	\$ 79.79

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

Jaypar, Inc.
Attn: Ravi Adipudi
10500 Little Patuxent Parkway, Suite 760
Columbia, MD 21044

Tel: 410.997.9080

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Email: ravia@jaypar.com

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**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor

Date

JAYPAR, INC BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, Jaypar agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and Jaypar's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

MULTIPLE BPAs: When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.